

South Jordan City

Job Description

Title:	Legal Assistant (for City Prosecutor)	Effective Date:	2/1/16
Org:	100160	FLSA:	Non-Exempt
Pay Grade:	8	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of legal clerical duties for the City Legal Office.

SUPERVISOR

Assistant City Attorney/City Prosecutor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Assist the ACA/City Prosecutor in preparing briefs, memoranda, motions, and other written material for presentation in courts; prepare appropriate documents for review by the City Attorney; maintain files for criminal matters; review and update cases to determine ongoing document and information needs. Collect, compile, and analyze information from various sources on a variety of specialized topics; write reports that present and interpret data, identify alternatives and make and justify recommendations.

Serve as an initial contact to visitors, screen calls and distribute mail; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquires and complaints from the public, city staff, representatives of other organizations, and others; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate city staff; ensure follow up to unanswered inquiries.

Provide clerical and secretarial support for the City Legal office including the ACM/General Counsel and Assistant City Attorney/City Prosecutor; type various documents and memos; review content for accuracy and completeness; make grammatical and technical changes to content as needed; attend and participate in staff meetings and related activities; act as notary public.

Maintain calendar; schedule and coordinate meetings and appointments; follow up on appointment schedules as needed to verify appointment and meeting commitments.

Attend workshops, conferences, and classes to increase professional knowledge.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Six (6) months of experience related to above duties;

2. Special Qualifications:

Associates Degree preferred

Net 60 wpm using City approved testing method

3. Knowledge, Skills, and Abilities:

Knowledge of municipal law and legal ethics; modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Ability to work under pressure, meet deadlines, and keep the confidence of others; communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information;

Ability to operate personal computer and Microsoft products and Prosecutor Dialogue Data Entry to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Legal	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	1060